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THE NATIONAL ENDOWMENT FOR THE HUMANITIES

In order “to promote progress and scholarship in the humanities and the arts in the United States,” Congress enacted the National Foundation on the Arts and the Humanities Act of 1965. This act established the National Endowment for the Humanities as an independent grant-making agency of the federal government to support research, education, and public programs in the humanities.

The Humanities

The act that established the National Endowment for the Humanities says “The term ‘humanities’ includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; those aspects of social sciences which have humanistic content and employ humanistic methods; and the study and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Organization of the Endowment

Grants are made through four divisions (Education Programs, Preservation and Access, Public Programs, and Research Programs) and two offices (Challenge Grants and Federal/State Partnership).

Presidential Directives

The National Endowment for the Humanities participates in three government-wide Presidential Directives. Executive Order 12876 mandates federal efforts to help strengthen and ensure the long term viability of the nation’s Historically Black Colleges and Universities, Executive Order 12900 mandates federal efforts on behalf of educational excellence for Hispanic Americans, and Executive Order 13021 mandates increased accessibility of federal resources for Tribal Colleges. The NEH encourages applications that respond to these Presidential Directives.

As a special response to these Presidential Directives, the NEH has instituted two new grant programs, under the general heading Extending the Reach, that are intended to strengthen the humanities at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities. One will support institutional initiatives and the other faculty research grants.

EXTENDING THE REACH

Extending the Reach is a new series of funding opportunities designed to spread the support of the National Endowment for the Humanities to selected jurisdictions and constituencies throughout the United States.

During 2000 and 2001, the NEH will be offering Extending the Reach grants to support humanities initiatives in the following jurisdictions :

Alabama	Louisiana	North Dakota	Texas
Alaska	Missouri	Ohio	Washington
Florida	Montana	Oklahoma	Wyoming
Idaho	Nevada	Puerto Rico	

Special consideration will be given to applications for NEH Preservation Assistance Grants from institutions in these U.S. states and territories.

Extending the Reach funds will also enhance work in the humanities at Historically Black, Hispanic-Serving, and Tribal Colleges and Universities, through grants to support faculty research and institutional development. Information about these Extending the Reach grants may be obtained from:

Public Information Office
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/606-8400 or 800/NEH-1121
e-mail: info@neh.gov
<http://www.neh.gov>

WELCOME TO THE NATIONAL ENDOWMENT FOR THE HUMANITIES

"Democracy demands wisdom and vision in its citizens" --National Foundation on the Arts and the Humanities Act of 1965

PRESERVATION ASSISTANCE GRANTS

NEH's Division of Preservation and Access supports projects that will preserve and increase the availability of resources important for humanities research, education, and public programming. These resources include collections of books, journals, manuscript and archival materials, maps, still and moving images, oral histories, recorded sound, and objects of material culture. Preservation Assistance Grants can help libraries, archives, museums and historical organizations enhance their capacity to preserve their humanities collections. Applicants may request support for general preservation assessments or consultations with preservation professionals to develop a specific plan for addressing a previously identified problem. Awards will also be made to support attendance at preservation training workshops and the purchase of basic preservation supplies, equipment, and storage furniture.

Who is eligible to apply?

To be eligible for a Preservation Assistance Grant, your organization must:

- be a nonprofit, tax-exempt organization or institution;
- care for and own humanities collections;
- have at least one professional staff member or the full time equivalent, whether paid or unpaid; and
- be open and provide services or programs at least 120 days per year.

An institution may submit one application per deadline. The Endowment encourages applications from institutions that have never received an NEH grant. Grants will not be awarded to individuals.

Awards are expected to be made nationwide, but special consideration will be given to applicants in jurisdictions that have been identified as underserved by the National Endowment for the Humanities. These jurisdictions include: Alabama, Alaska, Florida, Idaho, Louisiana, Missouri, Montana, Nevada, North Dakota, Ohio, Oklahoma, Puerto Rico, Texas, Washington, and Wyoming.

How much money can be requested?

Grants up to \$5000 will be awarded through this program.

When is the application deadline and when can your project start?

Applications must be **received at NEH** by April 3. Applicants will be notified of funding decisions in late July. If a grant is awarded, a project could begin on September 1. A grant period may run from three months to one year, depending on the time needed to accomplish the proposed activities.

What kinds of activities are eligible for support?

Activities that can be supported through a Preservation Assistance Grant include:

- General preservation or conservation assessments that will help an institution identify its overall preservation needs and develop a long-range, prioritized preservation plan to address those needs;
- Consultations with preservation professionals to develop a specific plan for addressing a previously identified problem;
- Attendance at preservation workshops and training programs; and
- The purchase of preservation supplies, equipment, and storage furniture. Applicants who request funding for the purchase of storage furniture must demonstrate that the request is based on a completed preservation needs assessment or a specialized consultation with a preservation professional.

NEH will pay for consultant fees, travel and per diem; registration fees, travel and per diem for staff to attend preservation workshops; the purchase of basic preservation supplies such as permanent and durable folders, boxes, photo sleeves, and other materials needed to store collections; equipment for monitoring environmental conditions; and storage cabinets, map cases, and shelving made of stable and durable materials.

What activities are not supported?

NEH will not pay for the following:

- projects that focus on collections that fall outside of the humanities;
- staff salaries and fringe benefits;
- digitization of collections or the purchase of computers, scanners, or digital cameras;

- conservation or restoration treatments or the purchase of conservation or restoration treatment supplies and equipment;
- graduate level conservation training or attendance at the regular meetings of preservation or conservation organizations; and
- capital improvements to buildings and building systems.

Examples of Consultation Grant projects

An institution would like to develop a plan for the long-term care of its collections. An appropriate preservation professional has been identified who can carry out a preservation assessment and help draft a long-range plan. The consultant will visit the institution and prepare a report that provides an overview of the current conditions of collections, the environment, and the facilities with prioritized recommendations for preservation action. After the institution has reviewed the report, the consultant will return to help draft a long-range preservation plan. The institution submits an application to NEH requesting support for consultant fees and, as required, travel, lodging and meal expenses for the consultant.

A preservation assessment has been completed and the institution would like to address the consultant's recommendation to improve the storage of one of its collections. It applies for a Preservation Assistance Grant to consult with a conservator who can help identify the number and types of cabinets or shelving units and the supplies needed to rehouse the collection. The consultant would also help secure estimates from vendors of stable and durable materials. The grant would support consultant fees and, as required, travel, lodging and meal expenses for the consultant or consultants. At a subsequent NEH application deadline, the institution could submit a proposal to purchase the storage furniture and supplies.

An organization is ready to carry out a project to improve the storage of one of its humanities collections. A preservation assessment of its holdings has been completed and, through consultation with a conservator, the required storage furniture and supplies have been identified and estimates secured. A Preservation Assistance Grant is requested to support the purchase of new storage cabinets and supplies for rehousing collections, and the payment of consultant fees for a preservation professional who will help the institution's staff rehouse the collection.

An archival collection that contains documents and photographs related to the history of the community has been identified as a high priority for preserva-

tion action. Through consultation with a professional archivist, the supplies needed to rehouse the collection have been identified and estimates secured. NEH is asked to support the purchase of supplies to rehouse the collection.

An institution has completed a preservation assessment of its holdings. The assessment report includes a recommendation to lower the light levels in the collection exhibition spaces and to install ultraviolet filters on fluorescent lights in storage spaces. The institution has consulted with a preservation professional to identify the appropriate types of films for windows and filtering sleeves for fluorescent lights. After obtaining estimates from vendors, an application is submitted to NEH requesting funds to purchase and install these materials.

An institution has experienced recurring problems with mold in its collection storage areas. The institution asks NEH for funds to support the purchase of environmental monitoring equipment and visits by a preservation professional and a consultant who specializes in environmental conditions and controls for cultural institutions. These consultants examine the building and its systems and propose steps that could be taken to improve the environment for collections.

An organization has acquired a significant collection of images created from 1920 to 1960 by a well-known regional photographer. The collection, currently in disarray, contains prints, glass plate negatives, and cellulose nitrate and acetate films. To develop a plan for preserving the materials, the organization applies for a Preservation Assistance Grant to support consultant fees and travel expenses for a photo archivist who will examine the collection and recommend appropriate procedures for preserving the images.

To improve the day-to-day care of collections, an institution wants to send two of its staff members to a one-week preservation workshop that is being offered by an organization in another state. Costs would include tuition, travel, lodging, and per diem. The institution requests funds from NEH to send its two staff members to this workshop.

An organization needs to create a disaster preparedness and recovery plan. Two staff members would like to attend two three-day workshops, one focused on preparedness, and the other on recovery from water damage, presented by a regional preservation field service program. An NEH grant is requested to support travel and registration fees for the workshops, the assembling of a library of information about disaster preparedness, and the purchase of basic disaster recovery supplies.

An institution would like to provide basic preservation training to its entire staff and its volunteers. Rather than sending each person to a preservation workshop that is being offered out-of-state, a preservation professional(s) has been identified who would be willing to conduct the training on site. NEH is asked to support the fees, travel, lodging and meal costs for the preservation trainer(s) who will conduct a day and a half workshop. The trainer(s) will also spend a half-day with the staff informally assessing and discussing the institution's specific preservation challenges.

How will proposals be evaluated?

Proposals will be assessed by panels of persons outside NEH who are knowledgeable in preservation standards and practices. The Endowment's staff will present the assessments of the panelists to the National Council on the Humanities, a group of Presidentially appointed persons who make recommendations for awards to the Endowment's Chairman, who in turn has final grant-making authority.

Applications will be judged by the following criteria.

- Are the proposed activities clearly described and are they feasible?
- Has the applicant demonstrated the importance of the proposed project to the institution?
- Are the roles of the consultants explained? Do the consultants have the experience and qualifications appropriate to the project's goals?
- Are the costs appropriate for the proposed activities?

INSTRUCTIONS FOR SUBMITTING APPLICATIONS

A complete application will include the following *in this order*:

1. NEH Application Cover Sheet
2. Institutional Fact Sheet
3. The Proposal Narrative
4. NEH Budget Form
5. Supplementary Materials
6. Résumés and Letters of Commitment for project consultant(s)

Supplementary materials should be limited to photocopies of catalog pages for supplies and equipment, product data and a vendor estimate for storage furniture, programs for proposed preservation workshops, and a copy of the **execu-**

tive summary only of a preservation or conservation assessment (if one has been completed for your organization).

The application should be stapled or clipped. Do not enclose it in any kind of binder.

Eight copies of the application plus two additional copies of the signed NEH Cover Sheet **must be received at NEH** on or before April 3. One of the eight copies must include an application cover sheet with the original signature of the person who is authorized to submit the application on behalf of the institution. NEH does not accept proposals by fax machine or electronic mail.

See the inside back cover of the guidelines for an Application Checklist.

The Proposal Narrative

The core of your application will consist of answers to the following questions. Answer each question in order. State each question exactly as the heading for your answer to that question. Be concise and specific. Use **no more than a total of four typed single-spaced pages**. Applicants should keep the evaluation criteria in mind when answering the proposal questions.

1. What activity (or activities) does your institution propose to undertake?
2. What is the importance of this project to your institution? For example, how does it fit into your institution's overall preservation needs or plans?
3. What are the contents, size, and condition of the collections that are the focus of your project?
4. How are these humanities collections used by your institution to serve your community?
5. What is the project's timetable?
6. What is the name and what are the qualifications of the consultant who will be involved in the project?

What help is available?

Staff members in the Division of Preservation and Access are available to

answer questions about the application process. Call 202/606-8570 or send email to preservation@neh.gov.

If you need help finding a conservator, the American Institute for Conservation of Historic and Artistic Works (AIC), the national membership organization of conservation professionals, offers a free guide to conservation services. Contact the AIC office: AIC, 1717 K Street, N.W. Suite 200, Washington, D.C. 20006; 202/452-9545 voice; 202/452-9328 fax; email Info@aic-faic.org. AIC asks that you provide a description of the type of conservation service you require and your mailing address. In response to your inquiry, you will be sent a computer-generated list of conservators grouped geographically and by specialization. You will also receive a brochure called *Guidelines for Selecting a Conservator*, which provides information to help you in the decision-making process, including what you should expect from a conservation practitioner, general business procedures, and information on AIC's membership categories. General info on conservation can also be found on AIC's website: <http://aic.stanford.edu>.

Fifteen regional conservation and preservation centers form a national network of organizations that offer preservation information, workshops, and assessments to libraries, archives, museums, and historical organizations. Staff at these organizations may be able to offer advice or referrals. The regional centers and field service programs are listed here.

The AMIGOS Preservation Service

AMIGOS Library Services
14400 Midway Road
Dallas, TX 75244-3509
Tom Clareson, Manager, Preservation Services
(800) 843-8482 or (972) 851-8000
Fax: (972) 991-6061
E-mail: clareson@amigos.org
Website: <http://www.amigos.org/preserve.html>

Balboa Art Conservation Center

P.O. Box 3755
San Diego, CA 92163-1755
Janet Ruggles, General Manager
(619) 236-9702
Fax: (619) 236-0141
E-mail: bacc9702@compuserve.com

Bureau of Historic Sites

New York State Office of Parks
P.O. Box 219 Peebles Island
Waterford, NY 12188
John Lovell, Assistant Director
(518) 237-8643 ext. 3226
Fax: (518) 235-4248
E-mail:
John.Lovell@oprhp.state.ny.us

The Conservation Center for Art and Historic Artifacts (CCAHA)

264 South 23rd Street
Philadelphia, PA 19103
Virgil Rawnsley, Director of Preservation Services
(215) 545-0613
Fax: (215) 735-9313
E-mail: CCAHA@ccaha.org
Website: <http://www.ccaha.org>

Gerald R. Ford Conservation Center

1326 South 32nd Street
Omaha, NE 68105
Julie Reilly, Head
(402) 595-1180
Fax: (402) 595-1178
E-mail: grfcc@radiks.net
Website: <http://nebraskahistory.org>

Harper's Ferry Center

P.O. Box 50
Harper's Ferry, WV 25425
Martin Burke, Division of Conservation
(304) 535-6139
Fax: (304) 535-6055
E-mail: martin_burke@nps.gov
Website: www.nps.gov/hfc/conservation

Intermuseum Conservation Association

Allen Art Building
Oberlin, OH 44074
Albert Albano, Executive Director
(440) 775-7331
Fax: (440) 774-3431
E-mail: albert.albano@oberlin.edu
Website: www.oberlin.edu/~ica

The Northeast Document Conservation Center (NEDCC)

100 Brickstone Square, 4th Floor
Andover, MA 01810-1494
Karen Brown, Field Service Representative
(978) 470-1010
Fax: (978) 475-6021
E-mail: kebrown@nedcc.org
Website: <http://www.nedcc.org>

Rocky Mountain Conservation Center

University of Denver
2420 South University Blvd.
Denver, CO 80208
Lori Mellon, Director
(303) 733-2712
Fax: (303) 733-2508
E-mail: lmellon@du.edu
Website: <http://www.du.edu/rmcc>

The Southeastern Library Network Preservation Services (SOLINET)

1438 W. Peachtree St., NW, Suite 200
Atlanta, GA 30309-2955
Alicia Riley, Preservation Staff Assistant
(800) 999-8558 or (404) 892-0943
Fax: (404) 892-7879
E-mail: alicia_riley@solinet.net
Website: <http://www.solinet.net/presvtn/preshome.htm>

Straus Center for Conservation

Harvard University Art Museums
32 Quincy Street
Cambridge, MA 02138
Nancy Hurley, Administrative Assistant
(617) 495-2392
Fax: (617) 495-0322
E-mail: nhurley@fas.harvard.edu
Website: <http://www.artmuseums.harvard.edu>

Textile Conservation Center

American Textile History Museum
491 Dutton Street
Lowell, MA 01854
Deirdre Windsor, Director/Chief Conservator
(978) 441-1198
Fax: (978) 441-1412
E-mail: dwindsor@athm.org
Website: <http://www.athm.org>

Textile Conservation Workshop

3 Main Street
South Salem, NY 10590
Patsy Orlofsky, Director
(914) 763-5905
Fax: (914) 763-5549

Upper Midwest Conservation Association (UMCA)

2400 Third Avenue South
Minneapolis, MN 55404
Neil Cockerline, Director of Field Services
(612) 870-3128
Fax: (612) 870-3118
E-mail: umca@aol.com
Website: <http://www.preserveart.org>

Williamstown Art Conservation Center

225 South Street
Williamstown, MA 01267
Lori Van Handle, Director of Outreach Services
(413) 458-5741
Fax: (413) 458-2314
E-mail: lkvh@sover.net

GRANTEE RESPONSIBILITIES

Before any work is done in developing a proposal, the project director and the authorizing official of the applicant institution should review the following section on grantee responsibilities to determine if their institution is able to comply with these requirements. The authorizing official is also advised to review the material on certifications in the appendix to this brochure before signing Block 12 of the application cover sheet.

The grantee organization is required to

- have a sound financial management system that records separately within its general accounting system the receipt and disbursement of grant funds and that monitors the expenditure of these funds against the approved budget;
- carry out project activities in accordance with the workplan provided in the approved application (changes in key project personnel, project scope, or design must be submitted to NEH in advance for review and approval);
- have in place a system for prior review and approval of all grant actions and expenditures that the grantee institution is delegated to approve;
- maintain adequate documentation of the time spent by all project personnel on grant activities.
- have an audit performed that meets the requirements of the Office of Management and Budget Circular A-133 whenever \$300,000 or more in federal funds is expended during a fiscal year; and
- acknowledge NEH support in all materials publicizing or resulting from grant activities.

INSTRUCTIONS FOR COMPLETING THE NEH APPLICATION COVER SHEET

Block 1. Project Director

Item a. Enter the name and mailing address of the person who will carry out the project or be chiefly responsible for directing it. This person's résumé should be included as an appendix. (Information about the institution is also requested in Blocks 2 and 11.)

Item b. In the space provided, enter the number corresponding to the project director's preferred form of address:

1-Mr. 2-Mrs. 3-Miss 4-Ms. 5-Professor 6-Dr.

Item c. Enter the project director's full telephone number with area code and, if applicable, extension. Whenever possible, one of the telephone numbers listed should be a number at which a message can be left. Enter FAX or E-Mail numbers if applicable.

Block 2. Type of Applicant

Identify *Type* such as business, religious, museum, historical society, government (state, local, etc.), public media (TV, radio, newspaper, etc.), educational (elementary/secondary schools district, 2-year college, 4-year college, etc.), library (public, research, etc.), center (advanced study, research, etc.). Identify *Status* as either private nonprofit or unit of state or local government. Example: *Type*: Historical Society. *Status*: Private Nonprofit.

Block 3. Type of Application

Check the appropriate type:

Item a. *New*—applicants requesting a new period of funding, whether for a new project or for a project previously funded by NEH, should check this box.

Item b. *Supplement*—applicants requesting additional funding to a current NEH grant should check this box.

Block 4. Program to which Application is being made

The title of the program is preprinted.

Block 5. Requested Grant Period

Grant periods begin on the first day of the month and end on the last day of the month. Project activities need not begin on the first day, but all project activities must take place within the requested grant period.

Block 6. Project Funding

Enter here the appropriate figures from the project budget that is part of your application.

Block 7. Field of Project

Indicate the category and code from the listing on the reverse side of the cover sheet to indicate the *specific* humanities field that best describes the content of the project.

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is fifteen hours per response. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed; and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete, to the Director of the Office of Publications, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0134), Washington, D.C. 20503. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB number.

Privacy Act. This information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. The principal purpose for which the information will be used is to process the grant application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

Block 8. Descriptive Title of Project

Enter a brief title that clearly identifies the project and its humanities content. This title should be informative to a nonspecialist. NEH is obliged to be as clear as possible to the public about awards that it makes. The descriptive title will be used for this purpose whenever possible, but the Endowment staff may assign a different working title.

Block 9. Description of Project

Provide a brief description of the proposed project. Do not exceed the space provided.

Block 10. Will This Proposal Be Submitted to Another Government Agency or Private Entity for Funding?

If yes, indicate the agencies or entities to which it will be submitted.

Block 11. Institutional Data

Item a. Indicate the name of the institution and the city and state of its official mailing address.

Item b. Enter the institution's employer identification number.

Item c. Indicate the name and title of the person who is authorized to submit applications on behalf of the institution or organization and to provide the certifications required in Block 12.

Item d. Indicate the name, mailing address, form of address (see instructions for Block 1b), and telephone number of the person who will be responsible for the financial administration of the grant if an award is made. For example, at many universities the provost, vice president, president, or chancellor is the person authorized to submit an application (see item c), but the actual administration of the project—such as, negotiating the project budget and ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. It is the latter person who should be listed here.

Block 12. Certifications

The Endowment is required by government-wide regulations to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Institutional applicants are required to certify that they will comply with the nondiscrimination statutes. These certifications, which appear in the Appendix to the guidelines, should be read before Block 12 of the application cover sheet is signed. More information on these certifications is available from the NEH website, <http://www.neh.gov>, or from the NEH Grants Office, room 311, Washington, D.C. 20506, 202/606-8494.

OMB No. 3136-0134
Expires: 6/30/03

<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">1</div> Project director a. Name and mailing address: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> (last) (first) (initial) </div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between; font-size: small;"> (city) (state) (zip code) </div> b. Form of address: _____ c. Telephone numbers: Office: _____/_____ Home: _____/_____ <div style="display: flex; justify-content: space-between; font-size: small;"> (area code) (area code) </div> FAX: _____/_____ Email: _____ <div style="display: flex; justify-content: space-between; font-size: small;"> (area code) </div>	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">2</div> Type of applicant a. <input type="checkbox"/> by an individual b. <input checked="" type="checkbox"/> through an organization c. Type: _____ d. Status: _____ <hr/> <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">3</div> Type of application a. <input type="checkbox"/> new b. <input type="checkbox"/> supplement if b, indicate previous grant number _____ <hr/> <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">4</div> Program to which application is being made Preservation Assistance Grants <hr/> <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">5</div> Requested grant period From: _____ To: _____ <hr/> <div style="background-color: black; color: white; padding: 2px; font-weight: bold;">6</div> Project funding <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">a. Outright funds</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>b. Federal match</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>c. Total from NEH</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>d. Cost sharing</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>e. Total project costs</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	a. Outright funds	\$		b. Federal match	\$		c. Total from NEH	\$		d. Cost sharing	\$		e. Total project costs	\$	
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d. Cost sharing	\$															
e. Total project costs	\$															
<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">7</div> Field of project <div style="border-bottom: 1px solid black; width: 100px; margin: 5px 0;"></div> <div style="text-align: center; font-size: small;">(code)</div>	<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">8</div> Descriptive title of project <div style="border-bottom: 1px solid black; height: 40px; margin-top: 5px;"></div>															
<div style="background-color: black; color: white; padding: 2px; font-weight: bold;">9</div> Description of project (do not exceed space provided) <div style="border-bottom: 1px solid black; height: 40px; margin-top: 5px;"></div>																

10 Will this proposal be submitted to another government agency or private entity for funding? (If yes, indicate where and when)

<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 5px;">11</div> Institutional Data a. Institution or organization: _____ <div style="text-align: center; margin-top: 10px;">(name)</div> <hr/> <div style="display: flex; justify-content: space-between;"> (city) (state) </div> b. Employer identification number: _____ c. Name of authorizing official: _____ <div style="display: flex; justify-content: space-between; margin-top: 10px;"> (last) (first) (initial) </div> <hr/> <div style="text-align: center;">(title)</div>	d. Name and mailing address of institutional grant administrator: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> (last) (first) (initial) </div> <hr/> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> (city) (state) (zip code) </div> <hr/> Telephone: _____ / _____ Form of Address: _____ <div style="text-align: center; margin-top: 5px;">(area code)</div> FAX: _____ / _____ Email: _____ <div style="text-align: center; margin-top: 5px;">(area code)</div>
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12 Certification. By signing and submitting this application, the authorizing official of the applicant institution (block 11c) is providing the applicable certifications regarding the nondiscrimination statutes and implementing regulations, federal debt status, debarment and suspension, and a drug-free workplace as set forth in the appendix to these guidelines.

_____/_____/_____

(printed name) (signature) (date)

NOTE: Federal law provides criminal penalties of up to \$10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001

For NEH use only: Date Received: _____ Application #: _____ Initials _____

Field of Project Categories and Codes

The following categories and codes should be used to complete block 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter. The listing is not comprehensive and is not meant to define the disciplines of the humanities.)

Anthropology	L1	Languages	C1
Archaeology	U6	Ancient	CC
Archival Management/ Conservation	I1	Asian	CA
Arts/History and Criticism	MA	Classical	C2
Architecture: History & Criticism	U3	Comparative	C9
Art: History & Criticism	M1	English	CE
Dance: History & Criticism	M3	French	C3
Film: History & Criticism	M4	German	C4
Music: History & Criticism	M5	Italian	C5
Theater: History & Criticism	M2	Latin American	C6
Communications	P2	Near Eastern	CB
Composition & Rhetoric	P1	Slavic	C7
Journalism	P4	Spanish	C8
Media	P3	Law/Jurisprudence	Q1
Education	H1	Library Science	H3
Ethnic Studies	K1	Linguistics	J1
Asian American	K5	Literature	D1
Black/African-American	K4	African	DK
Hispanic American	K3	American	DE
Jewish	K6	Ancient	DC
Native American	K2	Asian	DA
History	A1	British	DD
African	A2	Classical	D2
American	A3	Comparative	D9
Ancient	AC	French	D3
British	A4	German	D4
Classical	A5	Italian	D5
European	A6	Latin American	D6
Far Eastern	A7	Literary Criticism	DI
Latin American	A8	Near Eastern	DB
Near Eastern	A9	Slavic	D7
Russian	AA	Spanish	D8
South Asian	AB	Museum Studies/Historic Preservation	I2
Humanities	U8	Philosophy	B1
Interdisciplinary	U1	Aesthetics	B2
African Studies	G1	Epistemology	B3
American Studies	G3	Ethics	B4
Area Studies	GH	History of Philosophy	B5
Asian Studies	G5	Logic	B6
Classics	G7	Metaphysics	B7
Folklore/Folklife	R1	Non-Western Philosophy	B8
History/Philosophy of Science, Technology, or Medicine	GA	Religion	E1
International Studies	GG	Comparative Religion	E5
Labor Studies	G4	History of Religion	E2
Latin American Studies	GJ	Non-Western Religion	E4
Medieval Studies	G8	Philosophy of Religion	E3
Regional Studies	GF	Social Science	U2
Renaissance Studies	G9	American Government	F2
Rural Studies	GC	Economics	N1
Urban Studies	G2	Geography	U7
Western Civilization	GB	International Relations	F3
Women's Studies	G1	Political Science	F1
		Psychology	U5
		Public Administration	F4
		Sociology	S1

**National Endowment for the Humanities
BUDGET FORM**

Project Director

Applicant Organization

Requested Grant Period

From _____ THRU _____
mo/yr mo/yr

Consultant Fees. Include fees for professional and technical consultants.

Name or type of consultant	No. of days on project	Daily rate of compensation	Total
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

Travel. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. The lowest available commercial fares for coach or equivalent accommodations must be used.

From/To	no. of persons	total travel days	subsistence costs +	transportation costs	Total
_____	[]	[]	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____

Supplies, Materials, and Equipment. Include supplies, materials, and equipment to be used in the project.

Item	basis/method of cost computation	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL REQUESTED FROM NEH \$ _____

**Preservation Assistance Grants
National Endowment for the Humanities**

Institutional Fact Sheet

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Type of institution: ☐ museum ☐ library ☐ historical organization
 ☐ archives ☐ historic house ☐ other: _____

Governance of organization: ☐ state ☐ private nonprofit
 ☐ county ☐ municipal

Location of organization: ☐ urban ☐ rural ☐ suburban

Year founded: _____

Number of visitors/users in most recent fiscal year: _____

Schedule of open hours: _____

Amount of operating budget in most recently completed fiscal year: _____

Number of full-time paid staff members: _____

Number of part-time paid staff members: _____

Number of volunteers: _____

Has your institution ever had a preservation or conservation assessment? ☐ Yes ☐ No

If yes, date of the assessment: _____

Name(s) of assessor(s): _____

Has your institution ever engaged a preservation consultant for purposes other than a general preservation or conservation assessment? ☐ Yes ☐ No

If yes, briefly elaborate: _____

APPENDIX

Certification Instructions

Certifications. In submitting an application to NEH, all applicants are required to certify (by signing the certification block of the application cover sheet) that they are not presently debarred, suspended, declared ineligible, or voluntarily excluded from participating in federally funded programs; are not currently delinquent in the payment of a federal debt; and, if the project is funded by NEH, will have a drug-free workplace program in place within thirty (30) days of the issuance of an award. Institutional applicants must further certify that they are in compliance with the nondiscrimination statutes and NEH's implementing regulations.

These certifications are material representations of fact upon which the Endowment will rely in making funding decisions. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, the Endowment may seek judicial enforcement of the certification or may suspend or terminate the award.

Applicants who cannot certify regarding compliance with the nondiscrimination statutes or the establishment of a drug-free workplace program are not eligible to apply for funding from NEH. Although applicants who are unable to certify regarding federal debt status or debarment and suspension are technically eligible to submit an application to NEH as long as they provide a written explanation of their status, they are advised to discuss their particular situation with program staff before beginning work on their proposal.

Applicants who plan to use awards to fund **subgrants, contracts, and subcontracts** should be aware that they must receive the following certifications from applicants to grant programs and those who bid on contracts:

- (1) certification of compliance with the nondiscrimination statutes from **institutional** applicants and contractors, and
- (2) certification regarding lobbying from those requesting in excess of \$100,000 in grant funds, and
- (3) certification regarding debarment and suspension from applicants to grant programs (regardless of the amount requested) and from potential contractors and subcontractors who will receive \$100,000 or more in grant funds. Applicants are also required **to include without modification** the following wording in solicitations for all grant proposals and for contracts that are expected to equal or exceed \$100,000:

(a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Additional information on the certification requirements is available on the NEH World Wide Web site, <http://www.neh.gov>, or from the NEH Grants Office, Room 311, Washington, D.C. 20506 (202/606-8494).

The text of the certifications follows:

1. Certification Regarding the Nondiscrimination Statutes and Implementing Regulations (Applies to Recipients Other than Individuals). The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Federal Debt Status. The applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

3. Certification Regarding Debarment and Suspension (45 CFR 1169). The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

4. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988).

(A) The grantee certifies that it will provide a drug-free workplace by

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;
- (b) establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

Customer Service Standards

In assisting you as a prospective applicant, you can expect us to:

- respond courteously and quickly to your requests for information about our grant programs;
- be able to describe the programs that best suit your needs;
- provide application instructions and forms that are clear and easy to use;
- offer prompt and thoughtful advice and guidance in preparing your application;
- explain accurately the procedures that would be used to evaluate your application and tell you when you could expect a decision.

In assisting you as an applicant, you can expect us to:

- ensure that the evaluation of your application is fair, expeditious, and informed by the expert judgments of your peers;
- notify you promptly of the decision on your application;
- provide substantive reasons for the decision reached on your application;
- give you helpful advice, if you are unsuccessful, on revising or resubmitting your application.

In assisting you as a grantee, you can expect us to:

- provide you with an award document that is clear and easy to understand and that sets forth sensible reporting requirements;
- provide the names of our staff members who will serve as contacts for your reports and for any assistance you may need;
- answer promptly and satisfactorily all requests for information on NEH policies and procedures;
- read and acknowledge promptly your reports on grant activities;
- maintain a professional, helpful relationship with you as you carry your project to completion.

APPLICATION CHECKLIST FOR PRESERVATION ASSISTANCE GRANTS

1. Eight copies of the application package, each copy including, in this order:
 - _____ a) The NEH Application Cover Sheet (one original should be signed in ink by the authorizing official)
 - _____ b) Institutional fact sheet
 - _____ c) The proposal narrative
 - _____ d) NEH budget form
 - _____ e) Supplementary materials
 - _____ f) Résumés and letters of commitment
2. And, attached only to the original,
 - _____ Two extra copies of the signed NEH Application Cover Sheet.

Applications should be stapled or clipped, but not enclosed in binders. The receipt of a proposal will be acknowledged by postcard within three weeks of the application deadline. Applicants who do not receive such a confirmation should write or call the Endowment as soon as possible.

NEH will not accept applications sent by FAX machine or electronic mail. Please remember that applications must **arrive** at NEH on or before the deadline.

Send applications to:

Division of Preservation and Access
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 411
Washington, D.C. 20506

EQUAL OPPORTUNITY STATEMENT

Endowment programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to Equal Employment Opportunity Officer, National Endowment for the Humanities, 1100 Pennsylvania Avenue, N.W., Washington, DC 20506. TDD: 202/606-8282 (this is a special Telephone Device for the Deaf).

APPLICATION DEADLINES FOR NEH PRESERVATION ASSISTANCE GRANTS

Receipt Deadline	Notification	Projects Beginning
April 3, 2000	Late July 2000	September 1, 2000
April 3, 2001	Late July 2001	September 1, 2001

Send applications to:

Division of Preservation and Access
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 411
Washington, DC 20506

For more information please call us. Program officers are available to answer questions and discuss your ideas.

NEH information, guidelines, and forms are also available on the Internet at
<http://www.neh.gov>

Division of Preservation and Access
Telephone: 202/606-8570
FAX: 202/606-8639
E-mail: preservation@neh.gov

N A T I O N A L

E N D O W M E N T

F O R T H E

H U M A N I T I E S

Division of Preservation and Access

Preservation Assistance Grants

APPLICATION DEADLINES:
April 3, 2000
April 3, 2001

National Endowment for the Humanities
Division of Preservation and Access, Room 411
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

